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	ROUTING	G AND	RECOR	D SHEET		
SUBJECT: (Optional)	ore Desil	dina D-	o_Marra 5	urvov		
New Headquart	ers Bull	ding Pr	e-move S	survey		
PROM: DDA Management Staff			EXTENSION	NO. DDA 87-1640		
DDA Management Staff 7D18, Hqs.				DATE 10 August 1987		
TO: (Officer designation, room number, and						
building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)		
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DDA 87-1640 7 August 1987

MEMORANDUM FOR:	Director of Finance
	Director of Information and Technology
	Director of Logisitics
	Director of Medical Services
	Director of Personnel
	Director of Security
	Director of Training and Education
EDOM.	
FROM:	DDB Marragent Chaff
	DDA Management Staff
SUBJECT:	New Headquarters Building Pre-Move Survey
 Prior to 	your Office's move to the New Headquarters Building, there is
survey informati	on and office coordination required to make the move as smooth
as possible. Th	e Integrated Logistics Support Plan (ILSP) Working Group, in
coordination wit	h the Office of Security, is asking each Office for specific
and instantion with	formation. In addition, the ILSP is requesting that each
ADP inventory in	Tormation. In addition, the last is requesting that each
Office provide a	"preferred" moving sequence. After receipt of this
information, an	ILSP representative will provide each Office with a detailed
floor plan ident	ifying all workstations and equipment locations. This floor
plan must be fin	alized prior to each Office's scheduled move-in date to insure
that all pro-pos	itioned equipment locations, including furniture, phones, and
data terminais,	are accurately identified.
	The second of th
	complete the attached survey forms and return them to the
Management Staff	
addition, please	provide the name and secure number of a senior Office
representative t	o verify your Office requirements and to coordinate the moving
	he ISLP representative.
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Attachment	
Survey Forms	
Sarvey rorms	
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Attachment #1 Part A

Format for a Computer Security Plan

The system security plan should briefly include the following information:

- Component name
- 2. System Administrator's name and phone numbers (black and secure)
- 3. Hardware description, including serial numbers, quantities, items, and model numbers
- 4. Major software product names and functional descriptions (e.g., DBMS, Office Mail, Operating System)
 - 5.
- 6. Security Level. State the highest classification and all codewords and dissemination controls associated with data and processing
 - 7. System function

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- System location(s)
- 9. External interfaces (by a major component)
- 10. Types of storage media (fixed, removable)
- 11. Configuration management and Maintenance procedures
- 12. Other special information

If you have any questions or require assistance, please contact Information System Security Division on

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Equipment To Be Relocated Within The Old Headquarters Building			
Office Designation New Location			cation
Please provide the following information describing equipment for which approval is requested from the Office of Security to process classified information after relocation within the Old Headquarters Building. All computer systems being moved and any new systems (including personal computers) considered for installation will require an approved security plan (see attached.)			
Quantity	Model	Manufacturer	Description
5	TPC-4	EXAMPLE IBM	Personal Computer

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Equipment T	o Be Relocat	ed Within The New Headqua	rters Building			
Office Designation			New Location			
approval is information computer sy	requested for after relocations being a considered for a	rom the Office of Security ation within the New Head moved and any new systems	quarters Building. All			
Quantity	Model	Manufacturer	Description			
5	TPC-4	EXAMPLE IBM	Personal Computer			
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Part B	Office

Preferred moving sequence. Identify major equipment within each segment.

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SUBJECT: New Headquarters Building Pre-Move Survey

Distribution:

Orig - Each Addressee w/att

- 2 DDA Registry wo/att
- 1 MS Subject w/att
- 1 MS Suspense wo/att
- 1 MS Chrono wo/att

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